

**Review Correspondence
August 2001**

SECTION I.

ADMINISTRATIVE DATA

**All Courses
Including this
Lesson**

Course Number
510-71L3O
510-75H3O

Course Titles
Administrative Specialist
Personnel Administrative Specialist

**Task
Taught or
Supported**

TASK NUMBER
805C-71L-3002

TASK TITLE
Review Correspondence

**Reinforced
Task**

TASK NUMBER
None

TASK TITLE

**Academic
Hours**

The academic hours required to teach this course are as follows:

	PEACETIME HOURS/METHODS	MOBILIZATION HOURS/METHODS
	5.0/C	5.0/C
PE	1.0	1.0
Test	1.3	1.3
Test Review	.4	.4
Total Hours	7.7	7.7

**Prerequisite
Lesson**

LESSON NUMBER
805C-71L-1002
805C-71L-1006
805C-71L-1008

LESSON TITLE
Type a Memorandum
Type a Special Purpose Memorandum
Type a Letter

**Clearance
and Access**

There are no clearance or access requirements for this lesson.

References

NUMBER	TITLE	DATE	ADDITIONAL INFORMATION
AR 25-50	Preparing and Managing Correspondence	5 Mar 01	
AR 310-50	Authorized Abbreviations, Brevity Codes, and Acronyms	15 Nov 85	
AR 380-5	Department of the Army Information Security Program	29 Sep 00	

Student Study Assignments

At least two days prior to lesson, provide students with AR 25-50. Students must read chapters 1-4, 6, and 8 prior to the class.

Instructor Requirements

This class requires one instructor per 16 students. The instructor must be familiar with AR 25-50 prior to reviewing the lesson plan.

Additional Personnel Requirements

None.

Equipment Required for Instruction

Dry-erase board and markers. Computer with software to view VGTs.

Materials Required

INSTRUCTOR MATERIALS: AR 25-50, Student Handout, Practice Exercise, and Practice Exercise Supplement.

STUDENT MATERIALS: AR 25-50, Student Handout, Practice Exercise, and Practice Exercise Supplement.

Classroom, Training Area, and Range Requirements

Standard classroom.

Ammunition Requirements

None.

Instructional Guidance

Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

Proponent Lesson Plan Approvals

NAME	RANK	POSITION	DATE
Winfrey, Virginia L.	SSG	Writer/Developer	
Fountain, Gregory L.	MSG	NCOIC, TD	
Jones, Polly	GS-11	Chief, 71L	
Jones, M. Anita	GS-13	Chief, TD	

SECTION II.

INTRODUCTION

Method of instruction: Conference
Instructor to student ratio: 1:16
Time of instruction: 0.4 hours (20 minutes)
Media used: VGT

Motivator

The key to reviewing correspondence is attention to detail. Careless mistakes that seem minute in nature are a true reflection of the supervisor and his/her skills. Mistakes are time consuming and the primary cause of delays when processing important actions. Reviewing correspondence is a tedious task, but necessary to keep the flow of the Army's communication system viable. You should always consider ethics and values in your work as very important.

NOTE:

Inform students of the following terminal learning objective requirements.

NOTE:

Show VGT-1 — TLO.

**Terminal
Learning
Objective**

At the completion of this lesson you will:

Action:	Determine if various types of correspondence are complete, correct, and ready for signature.
Conditions:	Given AR 25-50, US Government Printing Office (GPO) Style Manual, access to a standard dictionary, and final typed correspondence.
Standards:	IAW AR 25-50, Chapters 1-4, 6, and 8 and Appendices B and D; and GPO Style Manual.

**Safety
Requirements**

None.

**Risk
Assessment
Level**

Low.

**Environmental
Considerations**

Collect and place all used recyclable material in the recycle bins.

Evaluation

Students will be given a performance test following this block of instruction. They must correctly answer at least 18 of the 25 questions to receive a passing score of 70% on this test.

**Instructional
Lead-in**

Previously, you were taught how to prepare correspondence from entry-level courses. This course is designed to sharpen your skills in this area.

SECTION III.

PRESENTATION

1. Learning Activity 1 – Review General Correspondence Information.

Method of instruction: Conference
Instructor to student ratio: 1:16
Time of instruction: 0.4 hour (20 minutes)
Media: None
References: AR 25-50
Security Classification: None

NOTE: Refer students to page 2, para 1-10 and 1-11.

a. Department of the Army writing will be clear, concise, and effective. Army correspondence must aid effective and efficient communication and decision making. Effective and efficient writing can be understood in a single, rapid reading and is generally free of errors in grammar, mechanics, and usage.

NOTE: Refer students to page 3, para 1-16 and 1-17.

b. For memorandums, use abbreviations and brevity codes authorized in AR 310-50, Authorized Abbreviations and Brevity Codes. Use standard dictionaries for abbreviations not found in AR 310-50. Abbreviated ranks are authorized for memorandums and personal correspondence. General officers will use their full rank on all formal or official correspondence. Use military and civilian acronyms in memorandums, if appropriate. Do not use military acronyms when writing to individuals or organizations who would not be familiar with their use. For letters, use only common abbreviations found in standard dictionaries. Do not use military abbreviations, brevity codes, acronyms, or military jargon in letters addressed to persons outside the Department of Defense. Military personnel will use their full rank for letters.

NOTE: Conduct a check on learning and summarize the learning activity.

Q: What is effective and efficient writing?

A: Writing that can be understood in a single, rapid reading and is generally free of errors in grammar, mechanics, and usage is effective and efficient writing.

Q: For memorandums, when should you not use military acronyms?

A: Do not use military acronyms when writing to individuals or organizations who would not be familiar with their use.

2. Learning Activity 2 - Review Memorandums.

Method of instruction: Conference
Instructor to student ratio: 1:16
Time of instruction: 2.5 hours (125 minutes)
Media: VGT
References: AR 25-50
Security Classification: None

NOTE: Refer students to Chapter 2.

a. **Formal Memorandums** – The formal memorandum is used for correspondence that is sent outside the headquarters, the command, the installation, or similarly identifiable organizational elements. The formal memorandum is typed on white letterhead stationery for the first page and plain white paper for continuing pages. Use 8 ½ by 11 inch standard-size paper. The formal memorandum has three basic parts: heading, body, and closing. (Ref: **Para 2-2a, 2-3a-b, and 2-4**)

NOTE: Show VGT-2 (Formal Memorandum Heading – Single Address). Point out each element as you review it.

(1) The heading of a formal memorandum has five elements: (Ref: **Para 2-4a and Figure 2-1**)

(a) **Office symbol** – The office symbol identifies the writer's office and is typed on the second line below the seal.

(b) **Date** – Type or stamp the date on the same line as the office symbol, ending approximately even with the right margin. Express the date in this order: day, month, year. If the month is abbreviated, the year must be abbreviated. If the month is spelled out, all four digits must be used to express the year. For example: 23 Mar 04 or 23 March 2004; not 23 March 04 or 23 Mar 2004. The only exception is if the date stamp uses the abbreviated month and the four-digit year.

(c) **Suspense date** – Use a suspense date if a response is needed by a certain date. Place the suspense date two lines above the date, ending approximately even with the right margin. Express the suspense date in the same manner in which you would express the current date.

(d) **MEMORANDUM FOR line** – The MEMORANDUM FOR line contains the address of the office that is expected to complete the action. Type MEMORANDUM FOR on the third line below the office symbol. When a second line is needed, begin it flush with the left margin, except for multiple-address memorandums, which will begin under the third character of the line above it. Type addresses in either all uppercase or upper- and lowercase type. Be consistent. If the memorandum is sent to someone's attention, place the person's name in parentheses after the office symbol.

-1- **Single-address memorandums** – When using a single address, MEMORANDUM FOR and the address are on the same line.

NOTE: Show VGT-3 (Formal Memorandum Heading – Multiple-Address).

-2- **Multiple-address memorandums** – "Multiple-address memorandum" means more than one and less than six addresses. Type the first address on the 2d line below the MEMORANDUM FOR line at the left margin.

NOTE: Show VGT-4 (Formal Memorandum Heading – SEE DISTRIBUTION Address).

-3- **SEE DISTRIBUTION memorandums** – Use the SEE DISTRIBUTION format to send a memorandum to more than five addressees. Type the words SEE DISTRIBUTION one space after the words MEMORANDUM FOR. On the second line below the last line of the signature block or enclosure listing, whichever is lower, type DISTRIBUTION: and block the addresses as shown in Figure 2-9.

NOTE: Show VGT-5 (Formal Memorandum Heading – THRU Address).

-4- **THRU memorandums** – Use a THRU memorandum to let others know what is being done and to give them the opportunity to comment. Use this format when an action must be approved by several recipients. Type the words MEMORANDUM THRU on the third line below the office symbol at the left margin. On the second line below MEMORANDUM THRU, type the THRU address. If the address has more than one line, continue the second line beginning flush with the left margin, unless there is more than one THRU address, in which case the second line will continue under the third character of the line above it. On the second line below the last THRU address, type the word FOR, followed by the FOR address.

(e) **SUBJECT line** – Use only one subject and write the subject in 10 words or less, if possible. Type the subject on the second line below the last line of the address. If the subject is more than one line, begin the second line flush with the left margin. The word SUBJECT is typed in uppercase letters and followed by a colon.

NOTE: Conduct a check on learning and summarize the learning activity.

Q: How many elements are in the heading of a memorandum? Name those parts.

A: Five – office symbol, date, suspense date, MEMORANDUM FOR line, and SUBJECT line.

Q: What is a multiple-address memorandum?

A: A multiple-address memorandum is a memorandum with more than one and less than six addressees.

Q: How is the second line of a THRU address typed when there is more than one THRU addressees?

A: The second line is typed beginning under the third character of the line above it.

NOTE: Show VGT-6 (Formal Memorandum – Body).

(2) Begin the text on the third line below the last subject line, flush with the left margin. If there are references, list these in the first paragraph. When appropriate, a point of contact (POC) line will be the last paragraph of the body of the correspondence. Single-space the text with double-spacing between paragraphs and subparagraphs. Single-space one-paragraph memorandums. When paragraphs are subdivided, indent them as shown in figure 2-1. Do not number a one-paragraph memorandum. If the memorandum has more than one paragraph, number the paragraphs as shown in figure 2-1. (**Ref: Para 2-4b and Figures 2-1 and 2-2**)

NOTE: Ensure the students understand the information in paragraph 3, figure 2-1.

NOTE: Show VGT-7 (Formal Memorandum – Closing).

(f) The closing has three major elements: authority line, signature block, and enclosure listing. The two sub-elements are the DISTRIBUTION listing (if needed) and Copies Furnished (CF). **(Ref: Para 2-4c and Figure 2-1)**

-1- **Authority line** – The authority line is used by individuals properly designated as having the authority to sign for the commander or the head of an office. Type the authority line at the left margin in uppercase letters on the second line below the last line of the text.

NOTE: For examples and clarity on the use of authority lines, refer students to chapter 6, para 6-2 and appendix E.

-2- **Signature block** – Begin the signature block in the center of the page on the fifth line below the authority line. If there is no authority line, begin the signature block on the fifth line below the last line of the text.

-a- **Signature block format** – Type the signature block of military officials on three lines: name, rank and branch of service, and title, in that order. If the title requires more than one line, continue it on the fourth line, aligning the first character underneath the third character of the third line. Type the signature block of civilian officials on two lines: name and title, in that order. If the title requires more than one line, continue it on the third line, aligning the first character underneath the third character of the second line. **(Ref: Para 6-4d)**

-b- **Rank and branch abbreviations** – The rank will be that in which served (for example, Colonel, Lieutenant Colonel, and Major). For chaplains, put the rank in parentheses and precede it with the word “Chaplain.” Use the full general officer rank on all formal or official correspondence (for example, Major General, Lieutenant General). Use the general officer rank abbreviation (for example, MG, LTG, BG) on informal correspondence. Do not use rank abbreviations on letters. **(Ref: Para 6-4f, 6-5, and tables 6-1 and 6-2)**

NOTE: Review the information in para 6-5c(1-11) with the students.

NOTE: For examples of signature blocks, refer students to appendix E.

-3- Enclosures are documents that come with the basic communication. They are required to complete the action or to keep the body as brief and concise as possible. Number and attach enclosures in the same order in which they appear in the memorandum. When there is only one enclosure, do not precede “Encl” with the number “1”. Begin the enclosure listing at the left margin on the same line as the signature block. **(Ref: Para 2-4c(3) and Para 4-2)**

NOTE: Thoroughly review the information in para 4-2c with the students. Ensure students understand how to list enclosures. Further illustrate by giving students examples to put on the dry-erase board.

-4- Use the SEE DISTRIBUTION format when more than five addresses are required. Type the word DISTRIBUTION on the second line below the last line of

the signature block or enclosure listing, whichever is lower, and block the addresses as shown in figure 2-9. Distribution listings may be continued on a second page. When absolutely necessary, a complete distribution listing can be prepared on a separate page. (Ref: **Figures 2-9 and 2-10**)

-5- Use the copy furnished line to inform others of the subject only if they have a need to know or an interest in the subject. Type CF: on the second line below the last line of the signature block, enclosure listing, or distribution listing, whichever is lower. Show whether or not enclosures are included by adding either "(w/encls)" or "(wo/encls)" at the end of each CF address. If all copies furnished addresses will be provided copies of the enclosures or all will not be provided enclosures, type either "(w/encls)" or "(wo/encls)" in parentheses after CF: rather than type each one separately after each address. (Ref: **Para 2-4c[5]**)

NOTE: Refer students to figure 2-14 for clarity on listing copies furnished.

NOTE: Conduct a check on learning and summarize the learning activity.

Q: Where should the first paragraph of the text begin on a memorandum?

A: The text begins on the third line below the last subject line.

Q: How is the body of the memorandum spaced?

A: The text is single-spaced with double-spacing between paragraphs.

Q: How is the first subdivision paragraph identified?

A: By a lowercase letter.

Q: How does a correct signature block for a general officer serving in a command position appear on a formal memorandum?

NOTE: Have a student put the answer on the dry-erase board.

A: JOHN D. MAXWELL (All CAPS)

Brigadier General, USA (Spell out rank.)

Commanding

NOTE: Show VGT-8 (Multiple-Page Memorandum).

b. **Multiple-Page Memorandums** - Try to limit the memorandum to no more than two pages. Type the office symbol at the left margin one inch from the top edge of the paper. Type the subject of the memorandum at the left margin on the next line below the office symbol. Begin the continuation of the text at the left margin on the third line below the subject line. When continuing a memorandum on another page, do not divide a paragraph of three lines or less between pages. At least two lines of the divided paragraph must appear on each page. Include at least two words on each page of any sentence divided between pages. Do not hyphenate a word between pages. Do not type the authority line and the signature block on the continuation page without at least two lines of the last paragraph. However, if the last paragraph has only one line, it may be placed alone on the continuation page with the authority line and signature block. (Ref: **Para 2-5 and Figure 2-3**)

NOTE: Show VGT-9 (Informal Memorandum).

c. **Informal Memorandums** - The informal memorandum is used to correspond

with organizations, activities, or individuals to whom the author's office symbol is easily identifiable. The informal memorandum is prepared on plain white paper with no letterhead. The format for the informal memorandum is the same as that for the formal memorandum. Include a point of contact in the last paragraph. An authority line may be used, if appropriate. **(Ref: Para 2-2b, 2-3b(2) and Figure 2-15)**

NOTE:

Show VGT-10 (Memorandum of Agreement).

d. Memorandums of Understanding/Agreement

(1) Use a Memorandum of Understanding (MOU) or a Memorandum of Agreement (MOA) to document mutually agreed to statements of:

- (a) Facts.
- (b) Intentions.
- (c) Procedures.
- (d) Parameters.
- (e) Policies of future action.
- (f) Matters of coordination.

(2) When a MOU or MOA is required, use the format shown in figures 2-16 and 2-17. **(Ref: Para 2-6 and Figures 2-16 and 2-17)**

(a) **Heading** – Prepare the MOU or MOA on the letterhead stationery of the preparing or requesting agency. Center the title MEMORANDUM OF UNDERSTANDING or MEMORANDUM OF AGREEMENT on the second line below the seal. Type the word BETWEEN, also centered, on the line immediately following the title. Center the names of the agreeing agencies on the line immediately following the word BETWEEN. The requirement for centering may be altered when there are more than two agreeing agencies or where the agency titles are too lengthy to be typed on one line.

(b) **Subject** – Type the word SUBJECT: at the left margin on the second line below the last line of the agreeing agencies' titles.

(c) **Text** – Begin the first line of the text at the left margin on the third line below the last line of the subject. The basic text will contain, but is not limited to, the following six categories:

- 1- Reference. List the references that are directly related to the agreement.
- 2- Purpose. This paragraph defines, in as few words as possible, the purpose of the agreement.
- 3- Problem. Present a clear, concise statement of the problem, to include a brief background.

-4- Scope. Add a short and to the point statement specifying the area of the agreement.

-5- Understandings, agreements, support, and resources. List the understandings, agreements, support, and resource needs and responsibilities of and between each of the parties or agencies involved in the agreement.

-6- Effective date. Enter the date the agreement will become effective.

(d) **Paragraph numbering** – Paragraph numbering and indentations are the same as for the general use memorandums.

(e) **Signature blocks** – Signature blocks on MOUs and MOAs are unique in that the signature blocks of both of the agreeing parties appear on the same line. Type signature blocks on the fifth line following the last line of the text. Precede all signature blocks by overscoring as shown in figures 2-16 and 2-17. Include the name, title, and agency for civilians, and name, rank, branch, and title for military personnel. Include the date that each official signs. Place the signature of the senior official on the right. When in doubt as to the seniority, use the signature block of the official whose organization is the same as the letterhead.

NOTE: Show VGT-11 – Memorandum for Record.

e. Memorandum for Record

(1) Use the memorandum for record (MFR) to give a summary of preceding correspondence and to show the authority or basis for the action taken. The MFR is also used to document informal meetings or telephone conversations in which official business was conducted.

(2) Prepare a MFR on white paper. Type the office symbol at the left margin and one inch from the top of the paper. Stamp or type the date on the same line ending approximately at the right margin. Type the words MEMORANDUM FOR RECORD at the left margin on the third line below the reference symbol. Type SUBJECT: at the left margin on the second line below MEMORANDUM FOR RECORD. Begin the text on the third line below the last line of the subject. Try to limit the MFR to one page. If a second page is needed, prepare it in the same way as the continuation page of a memorandum. Mark the paragraphs and subparagraphs of the MFR the same as you would for a memorandum. Prepare the closing of the MFR the same as you would for a memorandum, except you would not use an authority line on a MFR. Anyone who has an official use for this format may prepare and sign it. **(Ref: Para 2-7 and Figure 2-18)**

NOTE: Show VGT-12 – Classified Memorandum.

f. **Classified Memorandums** - Classified memorandums are prepared in the same manner as a formal memorandum with the following additions: **(Refer: Figures 8-1 through 8-6)**

NOTE: Refer students to figure 8-1.

(1) **Classification markings** – Classified memorandums have protective markings stamped on the top and bottom of each page. The highest overall classification will be used as a protective marking. Protective markings will always be in large, uppercase letters, for example, TOP SECRET, SECRET, and CONFIDENTIAL.

(2) **Portion markings** – Following the paragraph number or letter, portions may be marked with parenthetical symbols, “(TS)” for Top Secret, “(S)” for SECRET, “(C)” for CONFIDENTIAL, and “(U)” for UNCLASSIFIED. When appropriate, the symbols “RD” for Restricted Data and “FRD” for Formerly Restricted Data will be added, e.g., “(S-RD)” OR “(S-FRD)”. The portion marking for the subject of a document is placed at the end of the subject line.

NOTE: Refer students to figure 8-3.

(3) **Restricted data** – Restricted data (RD) is all data concerning design, manufacture, or utilization of atomic weapons; the production of special nuclear material; or the use of special nuclear material in the production of energy, but will not include data declassified or removed from the RD category. Documents containing RD information are portion marked in the same manner as other classified documents. A document containing RD also has an additional warning notice as shown in figure 8-3. When documents contain both RD and Formerly Restricted Data (FRD), the RD additional warning notice takes precedence and the FRD notice is omitted. Do not include downgrading or declassification markings on a document containing RD or FRD. These documents are exempt from predetermined downgrading or declassification action. The “Classified By” line is still required.

NOTE: Refer students to figure 8-4.

(4) **Formerly restricted data** – Formerly Restricted Data is information which has been removed from the RD category by a Joint determination by the Department of Energy and the Department of Defense. Such information relates primarily to the military utilization of atomic weapons and can be safeguarded adequately as classified defense information. FRD information is also portion marked in the same manner as other classified documents. A document containing FRD has an additional warning notice as shown in figure 8-4. As with RD documents, do not include downgrading or declassification markings on a document containing FRD; however, the “Classified By” line is still required.

NOTE: Refer students to figures 8-1 and 8-2.

(5) **Closing** – The closing consists of the following elements:

(a) **Signature block** - Prepare the signature block as you would for an unclassified memorandum.

(b) **Authority line** - Authority lines are authorized and will be used when required.

(c) **Additional Warning Notice** - Additional warning notices are used when

the document contains RD or FRD. The “Classified By” line, downgrading or declassification instructions, and RD or FRD additional warning notices would only appear on the first page of a multi-page classified memorandum.

(d) **“Classified By” line** – The “Classified By” line is required on all classified correspondence, except for unclassified transmittal documents.

(e) **Enclosure listing** – Prepare the enclosure listing as you would for an unclassified memorandum. Enclosures are authorized and will be marked with the highest overall classification.

NOTE: Conduct a check on learning and summarize the learning activity.

Q: For a continuation page of a memorandum, how far is the office symbol typed from the top edge of the paper?

A: One inch.

Q: When continuing a memorandum on another page, how many lines of a divided paragraph must appear on each page?

A: At least two lines.

Q: What are informal memorandums used for?

A: To correspond with organizations, activities, or individuals to whom the author’s office symbol is easily identifiable.

Q: What six categories are included on a MOU or MOA?

A: Reference; Purpose; Problem; Scope; Understandings, Agreements, Support, and Resources; and Effective Date.

Q: Who can prepare and sign a MFR?

A: Anyone who has an official use for this format.

Q: What is Restricted Data?

A: All data concerning design, manufacture, or utilization of atomic weapons; the production of special nuclear material; or the use of special nuclear material in the production of energy.

3. Learning Activity 3 –Review Letters.

Method of instruction: Conference

Instructor to student ratio: 1:16

Time of instruction: 1.0 hour (50 minutes)

Media: VGT

References: AR 25-50

Security Classification: None

NOTE: Refer students to chapter 3.

a. **Use** - Letters will be used for correspondence addressed to the President or Vice President of the United States, members of the White House staff, members of Congress, Justices of the Supreme court, heads of departments and agencies, State governors, mayors, foreign government officials, and the public. Letters may

also be used for correspondence to individuals outside the department or agency when a personal tone is appropriate, for official personal correspondence by military and civilian personnel, and for letters of welcome, appreciation, commendation, and condolence. **(Ref: Para 3-2)**

b. As mentioned earlier, use only common abbreviations found in standard dictionaries. Do not use military abbreviations, brevity codes, acronyms, or military jargon in letters addressed to persons outside the Department of Defense.

c. **Appropriate responses and replies** - Use a letter to reply to other letters unless the originator requests otherwise. Forward a letter through proper channels by attaching the letter to a brief memorandum, e.g., a letter of appreciation. **(Ref: Para 3-5)**

d. **General rules** - Use white letterhead stationery for the first page and use plain bond paper for all continuing pages. Adjust the margins on the page, centering the body of the letter as if it were going to be placed in a picture frame. Generally, allow left and right margins of one inch. Do not justify right margins. When preparing two or more pages, leave at least a 1-inch margin at the bottom of the page. **(Ref: Para 3-6)**

e. **Format** - The letter consists of three major parts: the heading, the body, and the closing. **(Ref: Para 3-7)**

NOTE:

Show VGT-13 - Letter - Heading

(1) **Heading** – The heading consists of five elements: the date, the *Reply to Attention Of* line, the subject line (when used), the address, and the salutation.

(a) **Date** – The date will be centered two lines below the last line of the letterhead. The date will be expressed in civilian style (for example, January 4, 2000).

(b) **Reply to Attention Of line** – Type office titles on the second line below the seal, starting at the left margin. There is no set number of lines between the *Reply to Attention Of* line and the first line of the address. Try to frame the letter on the page. Five lines is the general rule when the letter is two or more pages.

(c) **Subject line** - The regulation does not address the use of a subject line except to say that the subject line, when used, is an element of the heading. There is no guidance on when to use a subject line on a letter and none of the figures show an example of a letter using a subject line. For instructional purposes, we will not use a subject line on a letter.

(d) **Address** – Do not use abbreviations in the address. The only exceptions to this rule are the abbreviations DC, US, PO Box, Mr., Mrs., Ms., Dr., Jr., Sr., 2nd, II, III, Ret., the points of the compass (NE, NW, SE, and SW), and authorized State abbreviations. There is no set number of lines between the *Reply to Attention Of* line and the address. Evenly space the letter on the page.

(e) **Salutation** – Type the salutation on the second line below the last line of the address.

NOTE: Have the students review Appendix D.

NOTE: Show VGT-14 – Letter - Body

(2) **Body (text)** – Type the first line of the body of the letter on the second line below the salutation. Indent as shown in figure 3-1. Leave at least a 1-inch margin at the bottom of multiple page letters. If more than one page is needed, type a minimum of two lines on the continued page. (See figure 3-2.) Center the page number one inch from the top edge of the paper, typing a dash on each side of the page number. Start the first line of the text on the fifth line below the number of the page, keeping the margins the same as those of the preceding page(s). Do not number or letter paragraphs of a letter. Avoid subparagraphs when possible. When using only one subparagraph, indent as shown in figure 3-1. When more than one subparagraph is needed, use letters of the alphabet to indicate subparagraphs. Further subparagraphs should never be used. Use single spacing even when a letter contains only one paragraph. For effective paragraphs, do not use more than 10 lines. The point of contact information is usually placed in the last paragraph of the letter.

NOTE: Show VGT-15 – Letter - Closing

(3) **Closing** – The closing has three sub-elements: complimentary close, signature block, and enclosure.

(a) **Complimentary close** – Start the complimentary close on the second line below the last line of the letter. Begin at the center of the page.

(b) **Signature block** – Type the signature block on the fifth line below the complimentary close, beginning at the center of the page. Type the signature block in upper- and lowercase. Do not use abbreviations in the signature block except US Army, Jr., Sr., II, and III. Use the title “Jr.” and the individual’s full title to improve clarity.

(c) **Enclosure** – Type the word “Enclosure” at the left margin on the second line below the signature block. Do not show the number of enclosures or list them. If there is more than one enclosure, show the plural form (Enclosures). Be sure enclosures are fully identified in the text. Do not use the words “as stated.”

(d) **Copy Furnished** – Never use “Copy Furnished” on letters. If a copy must be furnished to anyone other than the addressee, place a statement in the body of the letter, preferably in the last paragraph, indicating that copy (copies) is (are) being furnished and to whom; for example, “I am forwarding a copy (or copies) of this letter to (name and address).”

NOTE: Conduct a check on learning and summarize the learning activity.

Q: Where is the date placed on a letter?

A: The date will be centered two lines below the last line of the letterhead.

Q: What abbreviations can be used in the address of a letter?

A: DC, US, PO Box, Mr., Mrs., Ms., Dr., Jr., Sr., 2nd., II, III, Ret., the points of the

compass (NE, NW, SE, and SW), and authorized State abbreviations.

Q: How many lines are there between the *Reply to Attention Of* line and the first line of the address for a multiple-page letter?

A: Five lines is the general rule when the letter is two or more pages.

Q: How should enclosures be numbered on a letter?

A: Do not number or list enclosures.

4. Learning Activity 4 – Review the Types of Errors To Look For When Reviewing Correspondence.

Method of instruction: Conference

Instructor to student ratio: 1:16

Time of instruction: .6 hour (30 minutes)

Media: None

References: AR 25-50 and Student Handout

Security Classification: None

When reviewing correspondence, there are several types of errors to look for. The four types of errors we will discuss are format, capitalization, punctuation, and spelling.

a. Format errors include those errors that are in violation of the guidance given for a specific type of correspondence, e.g., placement of the office symbol on a memorandum, the Additional Warning Notice on a classified memorandum containing restricted data, the page number on the continuation page of a letter, etc.

NOTE: Refer students to para 1-28.

The incorrect expression of time is considered to be a format error. Military time will be expressed in a group of four digits, ranging from 0001 to 2400. The word “hours” will not be used in conjunction with military time. Use civilian time in letters.

NOTE: Refer students to App B, para B-9c.

The incorrect use of numbers is considered to be a format error. Spell out numbers one through nine. Use figures for numbers 10 and higher. When 2 or more numbers appear in a sentence and 1 of them is 10 or higher, then use figures for all the numbers in the sentence.

NOTE: Refer students to App B, para B-1 through B-3 and the Student Handout.

b. The following are some general rules concerning capitalization used in Army correspondence:

(1) Capitalize all words in titles of publications and documents except *a, an, the, at, by, for, in, of, on, to, up, and, as, but, if, or,* and *nor*, for example, Constitution of the United States.

(2) Do not capitalize when used apart from titles or in a general sense, for example, a professional journal.

(3) Capitalize titles preceding proper names, for example, King Arthur.

(4) Do not capitalize when used in a general sense, for example, a king of spades.

NOTE: Review capitalization examples in the Student Handout.

c. The use of punctuation should clarify the text and bring out more clearly the author's thought.

NOTE: Review punctuation examples in the Student Handout.

d. Spelling errors are words that are spelled incorrectly. Always use a dictionary to check the spelling of a word if you are not sure of the correct spelling. If a word is spelled correctly, but used incorrectly, it is considered to be a format error, not a spelling error. For example, "The soldiers have **load** all of the equipment on the truck. "**Load**" is spelled correctly, but used incorrectly in the sentence.

NOTE: Review the list of military terms in the Student Handout.

NOTE: Conduct a check on learning and summarize the learning activity.

Q: What are the four types of errors to look for when reviewing correspondence?

A: Format, capitalization, punctuation, and spelling.

Q: The incorrect expression of time is considered to be what type of error?

A: Format.

Q: What should the use of punctuation do?

A: Clarify the text and bring out more clearly the author's thought.

5. Learning Activity 5 – Practice Exercise: Review Correspondence

Method of instruction: Practice Exercise

Instructor to student ratio: 1:16

Time of instruction: 1.0 hour (50 minutes)

Media: None

References: AR 25-50 and Student Handout

Security Classification: None

a. Administer PE.

b. Inform students that they may use class notes. Allow 50 minutes for PE.

c. Critique PE and clear up any misunderstandings.

NOTE: Conduct a check on learning and summarize the learning activity.

6. Learning Activity 6 – Test: Review Correspondence

Method of instruction: Test
Instructor to student ratio: 1:16
Time of instruction: 1.3 hour (65 minutes)
Media: None
References: AR 25-50 and Student Handout
Security Classification: None

NOTE: Using the instructions provided with the written test, accomplish the testing portion of this lesson plan.

7. Learning Activity 7 – Test Review: Review Correspondence

Method of instruction: Test Review
Instructor to student ratio: 1:16
Time of instruction: .3 hour (15 minutes)
Media: None
References: AR 25-50 and Student Handout
Security Classification: None

NOTE: Accomplish a Test Review with the students. Clear up any student questions regarding test questions.

SECTION IV. SUMMARY

Method of instruction: Conference
Instructor to student ratio is 1:16
Time of instruction: .1 hour (5 minutes)
Media: VGT

**Review/
Summarize
Lesson**

During this block of instruction, we have discussed the purpose, preparation, and proper review of military correspondence. It is imperative that correspondence is prepared correctly and accurately. This will enable the lines of communication to flow and will not hamper mission accomplishment.

NOTE: Show VGT-16 — TLO

NOTE: Determine if students have learned the material presented by soliciting student questions and explanations. Ask the students questions and correct misunderstandings.

**Check on
Learning**

Q: What is effective and efficient writing?
A: Writing that can be understood in a single, rapid reading and is generally free of errors in grammar, mechanics, and usage is effective and efficient writing.

Q: How is the body of the memorandum spaced?
A: The text is single-spaced with double-spacing between paragraphs.

Q: For a continuation page of a memorandum, how far is the office symbol typed from the top edge of the paper?

A: One inch.

Q: What abbreviations can be used in the address of a letter?

A: DC, US, PO Box, Mr., Mrs., Ms., Dr., Jr., Sr., 2nd, II, III, Ret., the points of the compass (NE, NW, SE, and SW), and authorized State abbreviations.

SECTION V.

STUDENT EVALUATION

NOTE:

Describe how the students will be tested to determine if they can perform the TLO to standard. Refer student to Student Evaluation Plan.

**Testing
Requirements**

The performance test is maintained at the NCO Academy. Allow students 1.3 hours (65 minutes) for test completion.

NOTE:

Rapid, immediate feedback is essential to effective learning. Schedule and provide feedback on the evaluation and any information to help answer students' questions about the test. Provide remedial training as needed.

**Feedback
Requirement**

If remedial/refresher training is required, students will be trained by peer instructors, the instructor who taught the class, or the instructor for the course. Have students review all material and references covered in the lesson.
